



CIVIL SERVICE COMMISSION MEETING
Minutes for Special Meeting on
July 2, 2025

CIVIL SERVICE COMMISSION convened in a regularly scheduled meeting on Wednesday, July 2, 2025, opened at Council Chambers, City Hall Building located at 100 S. Monroe St., Eagle Pass, Texas.

Chair Enrique Montalvo called the Commission Meeting to order at 10:06 a.m.

Commissioners in Attendance:

Enrique Montalvo, Chair
Brenda Hoffman, Vice Chair
Claudia Heredia, Member

Commissioners Absent:

None

Staff in Attendance:

Cynthia Campos, Human Resources/Civil Service Director
Leticia Martinez, HR Administrative Assistant I
Manuel Mello, III, Fire Chief
Rodolfo Cardona, Assistant Fire Chief
Gerardo Fuentes, Police Captain

Citizens Communications and Recognitions

- a. CS Director welcomed new member Brenda Hoffman after Ms. Hoffman was sworn in prior to the meeting.
1. Approval of minutes for the meeting held on April 23, 2025.
Motion: To approve.
Made by: Claudio Heredia
Second by: Enrique Montalvo
Ayes: 2
Nays: 0
Abstain: 1
Absent: 0
2. Discussion and possible action to appoint the Vice-Chair of the Civil Service Commission.
Motion: To appoint Brenda Hoffman.
Made by: Claudio Heredia
Second by: Enrique Montalvo
Ayes: 3
Nays: 0
Abstain: 0
Absent: 0

3. Consideration and possible approval of an eligibility list for a beginning position at the Fire Department from May 27, 2025.
Motion: To approve as presented.
Made by: Claudio Heredia
Second by: Brenda Hoffman
Ayes: 3
Nays: 0
Abstain: 0
Absent: 0
4. Consideration and possible approval of the Fire Lieutenant eligibility list from June 12, 2025.
Motion: To approve as presented.
Made by: Claudio Heredia
Second by: Brenda Hoffman
Ayes: 3
Nays: 0
Abstain: 0
Absent: 0
5. Consideration and possible approval of the Police Corporal eligibility list from June 17, 2025.
Motion: To approve as presented.
Made by: Claudio Heredia
Second by: Brenda Hoffman
Ayes: 3
Nays: 0
Abstain: 0
Absent: 0
6. Discussion and possible action on items for the next meeting, including setting a date for it..
Motion: Check with Legal for availability in August.
Made by: Claudio Heredia
Second by: Brenda Hoffman
Ayes: 3
Nays: 0
Abstain: 0
Absent: 0

Adjournment.

Motion: To adjourn at 10:18 a.m.

Made by: Claudio Heredia

Second by: Brenda Hoffman

Ayes: 3

Nays: 0

Abstain: 0
Absent: 0

ATTEST:

Enrique Montalvo
Chair

Cynthia Campos
Civil Service Director